



# HAMILTON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

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## MINUTES

### LEPC Meeting Minutes, March 8, 2006

A meeting of the Hamilton County Local Emergency Planning Committee (LEPC) was held March 8, 2006 at Wally's Restaurant, 6521 Ringgold Rd, in East Ridge, Tennessee. The following constitutes the minutes of that meeting.

#### Those in attendance were:

Bruce Garner, CFD; **Acting Chairman**  
Bill Tittle, Chief, Emer. Mgmt. **V/Chair**  
Dawn Ford, CHCHD, **V/Chair**  
Wayne Stuntz, **Secretary/Treasurer**  
Amy Kephart, Pilgrims Pride  
Larry Martin, McKee Foods  
Caroline Williams, LWV  
Jack Gray, Hyperlast N. America, **V/Chair**  
Charles Burton, Grace Engineering  
Garish Patel, ALCO Chemical  
Jim Hoff, ADM  
David Darnell, BASF  
Grady Polk, TN State Guard  
John Piotter, Hazard Materials Consultant  
George Sivila, Invista  
Chris Young, Chattanooga Gas

Connie Morin, SEI  
Robert Hadden, THP  
Susan Holmes, TN American Water  
David Debuty, SEI  
Chuck Nichols, CFD  
Mark Zinnanti, TN American Water  
Marcia McEvoy, Erlanger Hospital  
Michael Poe, Sofix  
Tim McDonald, City Stormwater  
Sandra Polly, TN State Guard  
Eric Helquist, Fuels Marketing  
Bo Gower, Hawker Powersource  
Karen Dale, Invista  
Bill Douglas, ARC

**Introductory Remarks:** Bruce Garner, acting Chairperson, began by welcoming all in attendance and asked each person to introduce themselves.

#### Old Business:

- Motion to approve January 11, 2006 LEPC Meeting Minutes was made by Caroline Williams and seconded by Larry. Motion passed.
- Financial report given by Secretary, Mr. Wayne Stuntz. Motion to approve made by Caroline Williams, seconded by Jack Gray. Motion passed.

#### New Business: Future LEPC Leadership

- Bruce explained that Dane Creel would not be able to serve in the capacity as Chairman for the remainder of his term due to circumstances beyond his control. Bruce said this

decision was made known to the Executive Committee during a special Executive Committee and it was agreed on at that meeting that current Vice Chairs would alternate to host meetings during the remainder of Dane's term.

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- Bruce told the committee that he would entertain any ideas at this point on how to address future situations where LEPC leadership was not covered by the By-Laws and offered for consideration a request for volunteers to serve on a short term committee to examine the By-Laws to enable elections to occur outside the third quarter of the year.
  - Bruce said that we need first to find out if we need to amend the By-Laws to allow more freedom to address the issue of how to elect a Chairperson when the incumbent is unable to continue and secondly address options for the remainder of the third quarter (through September) of this year.
- Mr. Larry Martin agreed to Chair the By-Laws subcommittee. Mr. John Piotter and Ms Caroline Williams agreed to serve on the committee.

#### **New Business: Future purchase of operating software-Tier II Manager.**

- Bruce said that Tier II manager, although a sizeable purchase, Tier II Manager shows a lot of promise in terms of storing the data electronically and making it available to response agencies in the field. Bruce asked Ms. Dawn Ford to elaborate on the program following a conference presentation a few weeks ago.
- Ms Ford said that on Feb 9, 2006 a group (naming those in attendance) met in the CFD conference room and had a conference call with the company that markets the web-based Tier II manager program. Dawn said the program allows companies to register, be given a user name and password that would allow them to interface with the system. The program can be used for Tier II submission, surveys, mapping—since it is tied into GIS, can be remotely accessed by responders (provided they have the hardware to access it), and it can also tie into Reverse 911.
  - Price is based on the number of users (i.e. 101 and 500 facilities) a one-time base cost of \$13,500.00. There are several add-ons—i.e. a GIS module costing an additional \$7,500.00, and a Site Plan module with an additional cost.
  - Dawn passed on that TEMA is looking at purchasing an electronic version of a software to manage their Tier II program—that is one reason why we are taking a “wait and see” approach before we get serious about purchasing Tier II manager.
  - Chief Tittle said that he would contact TEMA to make them aware of the Tier II Manager software.

#### **New Business: Recruiting RMP Facilities**

- Bruce said that there was a huge vacuum in the LEPC membership in terms of the 20 RMP facilities here in Chattanooga. Bruce then called on Chief Tittle to address this issue.
  - Chief Tittle said that he (and other LEPC members) offered to make a call on all of the RMP companies.
    - Mr. Garish Patel offered his services to call on the RMP companies and encourage them to join the LEPC.

- Bruce suggested that the LEPC offer something in return for becoming an LEPC member and offered the following as suggestions:

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- Having access to useful information, (i.e. under Reverse 911 (when completed), member companies that were in the flood plain could get timely updates on the stage of the TN River that could affect their plant.
- As a group, offer training incentives to member companies, (i.e. annual refresher HAZWOPER training, first aid, and CPR refresher training. Bruce asked committee members for their thoughts—suggesting that the LEPC needs each members input on developing a good program. Bruce added that there are members who are willing to help—they just need to know what to do.
  - Chief Tittle added that it is incumbent upon the LEPC to come up with good programs to make it worth member's efforts to spend time on it.
  - Bruce added that we need help from all committee members to come up with ideas to have a good program—not just let it fall to the Executive Committee to brainstorm.
- Another incentive given was to create a car bumper sticker saying something like “Join your local LEPC”—a low cost item.
- Bruce, reflecting on a motion brought before the committee at a previous meeting regarding quarterly meetings (later shelved) as opposed to bi-monthly meetings, suggested that in light of what the LEPC is involved in now (i.e. RMP membership drive, Reverse 911, incentives for membership, etc.), that we had sufficient reasons for maintaining meeting frequency as is—rather than extend it to quarterly meetings.
  - Ms Connie Morin offered her assistance when it came time to visit RMP companies and also suggested that perhaps as an incentive—the LEPC could offer a year's calendar depicting coming events with the LEPC.
  - Bruce mentioned a suggestion by another that we could print up an LEPC decal or certificate—that verifies membership on an annual basis. Mr. David Debuty said that he would be willing to work on devising a certificate.
- Mr. Garish Patel said that when EPA comes in to perform an audit of a facility, there is a specific chapter in the audit protocols that inspects whether or not a company belongs to an LEPC, or participates with other local organizations, etc. Garish suggested that this alone should be a strong incentive for RMP companies to belong to the LEPC.

### **New Business: Obtaining Flood Plain Information for Facility Plans**

- Chief Tittle said that a high priority is to get the Reverse 9-11 implemented—stating again that one of the first things GIS will need is a base elevation of each facility—and plugging this information into the R-9-11 system to provide a reference to design flood map predictions.
  - Mr. Darnell asked if a facility had multiple elevations—which to provide? Answer was—the lowest elevation.
  - Bill said that each would receive a general warning if the water would be around their building—but, he added that he needs specific elevations to make specific

notifications.

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- Garish Patel asked Chief Tittle what specific elevation information was needed, and, to whom and how should the data for a facility be sent.
  - Chief Tittle said to provide the lowest floor level elevation of their facility (how many feet above sea level) and forward it, either by calling his office at 209-6913, or e-mail the information to [btittle@mail.hamiltontn.gov](mailto:btittle@mail.hamiltontn.gov).

#### **New Business: TEMA Grant – LEPC Conference**

- Bruce said that the LEPC Conference was still planned—that the grant totaled \$17,000.00. David Darnell said that the combined grants would ensure a successful conference, but he was not prepared to give full details yet. David said that he would be calling on those who volunteered to be on the Conference subcommittee. David asked that companies think about how they might help out with expenses (i.e. sponsor a lunch or break, provide a speaker, sponsor a speaker or program, or provide travel expenses for a speaker, etc.).

#### **New Business: LEPC Exercise**

- Bruce said that the LEPC is making plans with UNIVAR to hold an exercise late in March of this year. If the exercise goes forward, members will be notified via e-mail.

#### **Other Business:**

- Mr. Grady Polk of the TN State Guard provided a re-alignment of Primary and Alternate for their organization—noting that Primary would be Sandra Polly and their Alternate would be Tim Arnold, with a 2<sup>nd</sup> alternate being Grady Polk. Duly noted.
- Chief Tittle added that he, Chief Nichols and couple of members of the District 3, HLS Council would be going to West Tennessee for a three-day conference to plan training exercises. Bill said in his opinion, Hamilton County does a good job with HAZMAT, chemical, and Bio-terrorism type emergencies—but added that we need to look more at getting Law Enforcement to get more involved and sharing information and prevention. Bill said that if anyone sees fault with the counties plan, or other areas that we need to improve on—let him know so they can take that information to the conference.

#### **Date and Location of Next Meeting**

- Next meeting is scheduled for May 10, 2006 at Wally's Restaurant in East Ridge.
- Meeting adjourned.

Respectfully submitted...

Wayne W. Stuntz

LEPC Secretary, Treasurer